

GO 1314 9 September 1974
Confidential Intelligence Course

Section 5 Part B

HUMAN RESOURCES OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 JUNE, 1971

ISSUE IV

Remimeo
HCO AS Hat
Dir Pers Hat
PRO Hat
Recruiter Hats
PCO Hat
Disbursement Hats
FEO Hat
LRH Comm Hat

ORG PERSONNEL RECRUITMENT
REQUIREMENTS EASED

Cancels HCO PLs 10 July 1969 - Org Personnel Recruitment and Sea Org Cooperation.

Amends HCO PL 13 January 1970 - Org Personnel Recruitment Revised.

As we can now handle the past effects of drugs fully with recovered and improved drug eradication tech per HCOB 15 July 1971 - C/S Series 48R - Drug Handling, ALL former requirements forbidding former addicts from being hired or recruited in SO and Sen Orgs is lifted. This includes the requirement of no drug pushing or selling as we can also cure them of this.

These can be all uniformly handled.

(REQUIREMENT OF NO INSTITUTIONAL OR PSYCHIATRIC HISTORY IS, HOWEVER, STRENGTHENED AND NO SUCH PERSONNEL MAY BE RECRUITED OR HIRED.)

Persons who have taken drugs and who wish to join Org staffs must however:-

1. Meet all other standard requirements laid down for Sen and SO Org personnel (including NO institutional or psychiatric history of any kind),
2. Be off drugs when they apply,
3. Be taken on in PROVISIONAL STATUS,
4. and at subsistence only -
 - a) Sen Org recruits at lowest basic pay for provisional staff,
 - b) SO Org & Unit recruits at regular SO Berthing and Board only

until HCOB 15 July 1971 Drug Handling is fully and satisfactorily completed with C/S attestation.

It is advisable for Sen and SO Orgs to have the above requirement completed on all newly hires while in training as HCO Expeditors as they will then be better equipped to train up and handle an Org post.

Those Sen and SO members who do not complete HCO B 15 July 71 requirement by the time they complete basic training steps:

- a) Remain on PROVISIONAL status,
- b) may not sign full SO Contract or Sen Org 2 1/2 year contract,
- c) continue to receive subsistence only; SO provisional members being entitled to 50% Basic Allowance and Emergency assists.

Following completion of the above step and providing basic training of SO Member hat, SS I, SS II and AB for SO recruits and SS I & SS II for Sen Org recruits is done,

- a) those in SO sign a full SO Contract with the HAS of the activity and receive regular basic allowance and bonuses according to current bonus scheme, uniforms, transport, medical, expenses, courses and grades
- b) Scientology Org personnel become eligible to sign a 2 1/2 year contract with the Org (5 years if major training given) and receive standard Org benefits for contracted staff.

The easing of drug requirements in recruiting activities will allow for a greater inflow of potential staff and the ability to fully eradicate drug effects quickly secures faster stable training and apprenticing of personnel.

HCO Aide
for

L. RON HUBBARD
FOUNDER

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BOARD POLICY LETTER

1 FEBRUARY 1975
ISSUE I

Remimeo
Applies to all
SO and Sen Orgs.

STAFF QUALIFICATION REQUIREMENTS

ENFORCED

(Cancels HCO PL 21 July 72, Issue IV;
"Staff Qualification Requirements
for Hiring Cancelled.")

Fast Flow Recruitment as laid out in HCO PL 21 July 72,
"Staff Qualification Requirements for Hiring Cancelled," is
suspended.

The policy has been used in some cases to keep unqualified
persons on staffs after they were recruited. This was a
misuse of the policy. Therefore, to clear any confusions
and protect orgs and staffs who are doing well, Staff
Qualification Requirements are being enforced.

The requirements set in this policy are effective
upon receipt. A special Qualifications Routing Form and an
Applicant Personnel Information Form have also been issued
as BPLs and once received are to be used on all new staff
applicants.

QUALIFICATIONS

1. DOES NOT HAVE A PAST PSYCHOTIC, INSTITUTIONAL OR
PSYCHIATRIC HISTORY.
2. DOES NOT HAVE A FELONIOUS CRIMINAL HISTORY. CANNOT
BE GUILTY OF UNPUNISHED CURRENT LIFETIME CRIMES FOR
WHICH HE OR SHE COULD BE BLACKMAILED BY SUBVERSIVE
ELEMENTS; NO KNOWN OR UNKNOWN CRIMINAL RECORD OR
LIABILITY IN THE EYES OF THE LAW, WITHOUT BEING
CLEARED BOTH CASEWISE AND WITH THE LAW OF THE AREA.
3. HAS AN ACCEPTABLE OCA - NOT WHOLLY BELOW CENTER
LINE.
4. HAS AN ACCEPTABLE I/Q - AT LEAST 110.
5. IS NOT NCG BY CASE FOLDER INSPECTION, (IF THE APPLICANT
HAS HAD PRIOR AUDITING).
6. IS NOT ON DRUGS AT THE TIME OF APPLICATION, (IF HE
OR SHE HAS TAKEN DRUGS BEFORE, THEIR ORG STATUS IS
PROVISIONAL UNTIL COMPLETE ON FULL DRUG RUNDOWN).
7. HAS NOT BLOWN OR BEEN ROUTED OUT FROM THE SEA ORG, A
SCIENTOLOGY ORG OR MISSION AND FAILED TO MEET FULL
RE-ENTRY REQUIREMENTS.
8. IS NOT A SOURCE OF TROUBLE PER HCO PL 7 MAY 1969:
 - A. PTS A UNHANDLED.
 - B. CRIMINAL RECORD.

- C. THREATENED TO SUE OR ATTACK SCN.
- D. RESPONSIBLE FOR CONDITION CASE.
- E. NOT BEING AUDITED ON OWN DETERMINISM.
- F. WANTS TO SEE IF SCN WORKS.
- G. GIVING CERTAIN CASES UNDUE IMPORTANCE.
- H. OPEN MIND.
- I. DOES NOT BELIEVE ANYONE OR ANYTHING CAN GET BETTER.
- J. INVESTIGATING OR JUDGING SCN.

It is the responsibility of the HAS (or 3rd Mate in SO Orgs) to get these requirements in on the hiring and recruitment lines. Persons recruited by other Divisions must be put onto the Qualifications Check Routing Form in HCO.

It is also the responsibility of the HAS to recruit acceptable staff in volume. There are plenty of qualified people! What it takes is somebody to recruit them and that means the full functions of the PPO or Recruiter post being done as routine with someone posted to do them.

The line out of the org for disqualified staff is through Qual. Qual tells them how to make themselves eligible. Many are still potential staff as some things can easily be handled, (i.e. PTS A, OCA, I/Q.) The PPO or Recruiter must keep track of these persons, encourage them to get handled and then get them on staff once they have been handled.

Following are some of the reference policies on qualifications and the procedure for petition if that is thought necessary.

HCO PL 23 Nov 59	EMPLOYMENT OF CRIMINALS FORBIDDEN
HCO PL 2 Jun 60	REQUIREMENTS FOR STAFF POSTS
HCO PL 29 Jun 71	ORG PERSONNEL REQUIREMENTS EASED
HCO PL 29 Jul 71	HIRING OR RECRUITMENT OF PSYCHIATRIC CASES FORBIDDEN
HCO PL 7 May 69	POLICIES ON "SOURCE OF TROUBLE"
HCO PL 16 May 70	INSTITUTIONAL AND SHOCK CASES, PETITIONS FROM

Lt. Allen Buchanan
CS-1
Approved by
Commodore's Staff Aides
The Board of Issues
Approved by
Capt. Mary Sue Hubbard
Controller.
for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

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A PRIORITY

August 2, 1972

CS G Comm 7/27/72
G Comm W 7/27/72
The Guardian W 7/27/72
(CS G)

Dear Jane,

Re: Staff Requirements

Thank you for data you sent.

Well, you can see that when we had requirements in, the Org still hired people on who blew, who were dishonest in giving the org straight data about themselves, and other nonsense.

So with the cancellation of requirements at least they won't start out with a bunch of mixed withholds.

NO freeloader or SP or person connected to an SP group may be re-employed. Ethics Conditions orders are valid.

Now the GO is the authority for granting Staff Status II. A person to be continued in our employ must have obtained his SS O, SSI, and SS II within the required time limits and MUST have a stat and a post before they receive any training or processing. By this means we can retain those people who do well and get rid of those who do not.

HCO PL of August 14, 1972, HATTING WINS and HCO PL of July 21, 1972, STAFF QUALIFICATION REQUIREMENTS and July 24, 1972 PERSONNEL INFORMATION AND ROUTING FORM explain the scene.

Love,

Mary Sue

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 JUNE 1971

Issue I

Reminco
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FFBO CLEARANCE

The following 39 points must be looked into and reported on by the AG of the org sending an executive to the Flag Executive Briefing Course. If the A/Q clears each point on the nominee, the form and the OSW specified in 1 - 6 at the end of the form are routed to the Guardian WW who handles as directed below.

To: GUARDIAN WW

From: ASST. GUARDIAN.

(Org)

FLAG EXECUTIVE BRIEFING COURSE NOMINEE

I attest that I have reviewed the personnel records, the statistics, the test scores, the auditing folders, Ethics folders and the training records of the following named person and have personally interviewed same:

From the above I therefore make attestation specifically with regard to the following points concerning this nominee for the Flag Executive Briefing Course:

1. Is NOT connected to or related to any person of known antagonism to mental or spiritual treatment or Scientology. (initials)
2. Is not married to or separated from any person antagonistic to Scientology. (initials)
3. Has no present time problems with any marital partner or with children or child support or connected to anyone by way of support for children who could in any way cause trouble. (initials)
4. Has no present time problems with the draft or with selective service or has completely resolved the problem and has produced evidence that such is resolved. (initials)
5. Has no large debts which would cause present or future difficulties. (initials)

6. Does not have a proven criminal record and has committed NO crimes for which he or she could be arrested. (initials)
7. Has never sold drugs to others. (initials)
8. Has never taken LSD or heroin. (initials)
9. Has no long record of other drug taking. (initials)
10. Has never threatened to sue or embarrass or attack Scientology, or a Scientology organization and has not been co-party to or connected to anyone else's so doing. (initials)
11. Has never demanded a refund from any Scientology organization. (initials)
12. Has never blown as a staff member, student or preacher from any Scientology organization. (initials)
13. Has had excellent, consistent case gains. (initials)
14. Has never insisted upon some auditor or book or some process as being "wholly responsible for the terrible condition I am in". (initials)
15. Does have a firm reality that Scientology works. (initials)
16. Has no unresolved case problem which worries him or her or which could be the reason he or she wants to do the Flag Executive Briefing Course. (initials)
17. Does not use case as an excuse and is not fixated upon his or her case. (initials)
18. Does not have a high or low Tone Arm. (initials)
19. Has no current illness or physical problems which could interfere with his or her training or which requires medical or mental treatment to handle. (initials)
20. Is not on any current drug, diet or regimen to handle any present physical difficulty. (initials)

21. Has never been in a mental institution or been certified insane. (initials)

22. Has never received any electric shock treatments or had brain surgery. (initials)

23. Has never had psychoanalysis or has never received any other similar psychiatric treatment. (initials)

24. Is not engaged in other practices like spiritualism, yoga, etc. (initials)

25. Has not been connected to any Suppressive group. (initials)

26. Has been in Scientology long enough to have proven his or her sincerity and trustworthiness. (initials)

27. Has been a good student with a proven record of good study. (initials)

28. Has been able to complete study cycles easily. (initials)

29. Has had no difficulty with studying his or her post hat and has passed checkouts for same. (initials)

30. Has successfully held a post in a Scientology org with good statistics. (initials)

31. Has a good record of being to work on time and of working well while on post. (initials)

32. As an individual and as a staff member, has kept his work area and his or her person neat, tidy and clean. (initials)

33. Has no record of damaging, or breaking MEST or of having accidents. (initials)

34. Is able to get along well with fellow staff members. (initials)

35. Is friendly with and has no antagonisms toward current FEBC graduates working in the organization or with other FEBC students nominated. (initials)

36. Has a good Ethics record. (initials)
37. Has no long term, unresolved present time problems. (initials)
38. Can be away for the Flag Executive Briefing Course for how
over long is required. (initials)
39. Will sign a five year contract to the organization if selected
for the FEBC and will honor such a contract. (initials)

The Assistant Guardian must be very thorough in investigating
the above before attesting.

When this form is complete attach to it the following:

1. Current I.Q., Aptitude, and Leadership Scores of the nominee.
2. An attestation by Certs and Awards as to the nominee's current
enrollment grade and training level.
3. An attestation by the Ethics Officer that the nominee has a
good Ethics record.
4. The nominee's current statistics graphs.
5. An attestation from the Director of Training or a Course
Supervisor as to the good study record of the nominee.
6. An attestation from the Personnel Rating Officer as to the
good post study record of the nominee.

Send this form with its attached completed staff work to
The Guardian WW who will or will not okay the nominee for the
FEBC.

The Guardian WW will, after checking the nominee's Ethics
record at WW and if okayed by her, telez her approval of the
nominee to the org and to the Flag Registrar and send this form
with its attachments to the Flag Registrar.

Mary Sue Hubbard
Controller

for

L. RON HUBBARD
FOUNDER

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 AUGUST 1971

Issue II

Remimeo
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FEBC CLEARANCE AMENDED

Amends HCO PL 5 June 1971 - FEBC CLEARANCE

As per HCO PL of June 29, 1971 Issue IV, "Org Personnel Recruitment Requirements Eased" which permits the recruitment under certain conditions of persons with a former drug history, the requirements for FEBC nominees are altered.

These questions:

7. Has never sold drugs to others.
8. Has never taken LSD or heroin.
9. Has no long record of drug taking.

are now modified in that the nominee IS ACCEPTABLE for the FEBC provided full Drug Handling as per HCOB July 15, 1971 has been fully and satisfactorily completed and attested as completed by a Case Supervisor, thusly conforming to the requirements of HCO PL of June 29, 1971, that no person can be contracted to an organization until their past drug history has been fully handled and that no person can receive higher training at another org unless they sign a five year contract.

Controller

for

L. RON HUBBARD
FOUNDER

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GUARDIAN ORDER

GO 320

25th April 1972

AGs
AG Hata
Exec Dirs

FEBC STUDENTS

As the FEBC is now being run in Orgs, it is now no longer necessary to send CSW on proposed FEBC students to the Guardian WW for her OK.

The AG of the Org sending the Student is responsible for okaying such students.

HCO IIs of 5 June 1971, "FEBC Clearance", and 6 August 1971, "FEBC Clearance Amended" are to be followed.

Lexie Ramirez
Guardian Comm WW

for Jane Kember
The Guardian WW

for Mary Sue Hubbard
The Controller

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 FEBRUARY 1973
ISSUE I

Remimeo
(From LRH Flag
Order 3221-R
13 Aug 72.)

URGENT

SP DECLARES AND HIRING

THOSE PERSONS WHO ARE ALREADY THE SUBJECT OF FLAG CONDITIONS ORDERS (FCOs) OR INTERNATIONAL OR LOCAL ETHICS ORDERS AS SPs, CONNECTED TO SUPPRESSIVE GROUPS, DESERTERS OR FREELOADERS MAY NOT BE RECRUITED OR HIRED.

These are the only persons who may not be recruited or hired.

It must have appeared in an FCO or Int Ethics Order or a local Ethics Order.

No other opinion test or qualification may be expressed or voiced by a Recruiter or Personnel Procurement Officer.

Experience has shown that these opinions are not a valid protection.

Lists of FCOs and Ethics Orders must be issued from time to time by CS-1 and made available to recruiters.

If the person can achieve his Staff Status I, II, is fully hatted and has a good post stat within the allowed period he is not subject to dismissal. But this is the duty of the Qual Sec and Personnel Coordinator of the Flag Personnel Office Network and has nothing to do with the recruiter.

Attempts to reinstate "qualifications" and reasons to stop by generalized wordings of requirements or rumours or personal opinion are actionable on personnel in the FPO Network.

FAST FLOW RECRUITING means just that.

Where a person IS the subject of an FCO or Int or local Ethics Order and the fact is overlooked or missed the Recruiter is not actionable unless it be proven that he did know or that the info was available to him.

Tony Dunleavy
CS-1

Authorized by AVU
for

L. RON HUBBARD
FOUNDER

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GO 824

3 July 1973

Cont A/Go (Info)
 A/G FULOS
 D/A/Cs Bur IV
 Ext HQ Aide Flag
 AVU Flag

REQUIREMENTS FOR PERSONNEL TO FLAG

Persons designated or desirous of coming to Flag must first be cleared by the local POLO A/Guardian, and if absent, the Dep. Guardian of the area, and clearance or denial of clearance sent on lines to the A/Guardian Flag. This line is not to be used to stop veterans from returning to Flag, however, clearance is nonetheless required in the case of veterans.

The following requirements are established for persons coming to Flag:-

1. Not PTS - per HCOPL 27 Oct 64 Reissued 23 June 67
Physical Healing Insanity and Troublesome
Sources, Items A-J.
2. No chronic illness
3. No low TA
4. Full Drug Rundown complete
5. Has never threatened nor attempted suicide
6. No unhandled R/S
7. No institutional-psychiatric history violent treatment, i.e. shock.
8. No Felonious Criminal history
9. Good case gain per C/S attestation
10. Ethics Upstat per Ethics Programme No.1
11. Good post stats in a Scientology or Sea Organisation
12. Has never blown any Scientology or Sea Organisation
13. Acceptable Test Scores: OCA, IQ, Aptitude, L/S
14. Wants to come to Flag on own determinism

Additionally a background check is to be done including former employment verification to ensure applicant has truthfully represented his employment history on his Routing Form and/or Service Record.

Petitions regarding the above requirements will be received by A/Guardian Flag. It is to be remembered that Flag is for Upstat SO members who are capable of contributing at management level to the accomplishment of the Aims of Scientology.

Written and proposed by

Anne L. Burgess
 AG Flag

for June Kember
 The Guardian WW

GUARDIAN ORDER

GO 824-1

25 November 1973

DGs
AGs
Ext HCO Aide Flag
AVU Flag

IMPORTANT -- ADDITION

REQUIREMENTS FOR PERSONNEL TO FLAG

Per an order from the Founder, 30 auditors and 10 supervisors are to be recruited for Flag by 15 December without stripping orgs' staffs.

Training requirements are HDC or Mini Course Supervisor or above.

These auditors and supervisors, as fast as they are recruited, will require GO 824 clearance (or denial of such clearance) for coming to Flag from the A/G of the local org (FOLO or D/Guardian in the absence of an A/G).

As the majority of these will be recruited from the field, Academies and advanced courses a number of them may never have worked in an org.

This fact is to be taken into consideration when giving clearance on Points 10 and 11 of GO 824. Attestation as to in-ethics and stats as a student or in regard to performance in the field may be used for clearance on Points 10 and 11 in such instances.

In the interest of getting final A/G Flag clearance for these needed tech personnel, initial okay should be sent on a telex prepared and signed by the org HAS or FPPO at the FOLO stating the person meets GO 824 requirements (if he does) and bearing the A/G's okay at the end. The "Requirements for Flag" Routing Form with full data is then mailed immediately to Flag.

Written and proposed by

Phoebe Mauser
FPPO Flag

for

Jane Kember
The Guardian WW

SEA ORGANIZATION

FLAG ORDER 3454RA

11 February 1974
Revised 20 May 74

REQUIREMENTS FOR PERSONNEL

TO FLAG

(Ref: GO 824 "Requirements for Personnel to Flag"
SO ED 222RA INT "The Lines for Personnel To Flag and How They Relate to Flag Reps and Guardian Network Personnel")

"Requirements for Flag Check Routing Form"
Revised 3 March 1974)

Persons designated or desirous of coming to Flag must first be cleared by the local FOLO A/Guardian, and if absent, the Dep. Guardian of the area, and clearance or denial of clearance sent on lines to the A/Guardian Flag. This line is not to be used to stop veterans from returning to Flag; however, clearance is nonetheless required in the case of veterans.

The following requirements are established for persons coming to Flag.

1. Not a SOURCE OF TROUBLE per HCO PL 7 May 1969, "Policies on Sources of Trouble," A-J
2. No chronic illness.
3. No low TA.
4. Full Drug Rundown complete.
5. Has never threatened or attempted suicide.
6. Has never R/Sed.
7. No institutional-psychiatric history, violent treatment, i.e. shock.
8. No felonious criminal history.
9. Good case gain per C/S attestation.
10. Ethics Upstat per Ethics Program No. 1.
11. Good post stats in a Scientology or Sea Organization.
12. Has never blown any Scientology or Sea Organization.
13. Acceptable Test Scores: OCA, IQ, Aptitude, I/S.
14. Wants to come to Flag on own determinism.

NOTE: The requirement per Point No. 6 above - "Has never R/Sed" - supersedes and revises the original requirement of "No unhandled R/S".

For those persons who are veterans (a veteran is defined as a person who has been in the Sea Org for 2 years or longer) and have R/Sed, they may go to Flag if the following additional requirements are met.

1. All R/Ses have been fully handled with XDN Auditing.
2. The person has proven himself as an upstat which can be factually shown by the person's state over a long period.

A meter check is to be done with expert metering on: Points 1 (standard PTS Check per HCO PL 27 Oct 64 Re-iss 23 June 67), 2, 5, 7, 8, 11, 12, 14 above PLUS meter check to ensure applicant has truthfully represented his employment history on his Routing and Information Form and/or any Admin Service Record.

Clearance regarding ALL requirements and lines, terminals and procedures for okay of personnel to come to Flag are set forth in detail on SO ED 222RA INT, "The Lines for Personnel to Flag And How They Relate To Flag Reps and Guardian Network Personnel" and on the "Requirements for Flag Check Routing Form - R" itself.

Petitions regarding the above requirements will be received by A/Guardian Flag. It is to be remembered that Flag is for upstat SO Members who are capable of contributing at management level to the accomplishment of the Aims of Scientology.

Revised by
Internal Emergency Officer
for
Staff Captain
Authorized by AVU
Approved by
L. RON HUBBARD
COMMODORE
for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:LRH:SW:TD:MW:clb

EXECUTIVE DIRECTIVE

SO ED 221 INT

16 September 1973

To: A/G
CO/ED
Org (Pgms) Officer
HAS
Dir Personnel

From: CS-1

Subject: HCO ESTABLISHMENT PCM

It has been found by evaluation on Flag that in a large majority of orgs PTSES, and Sources of Trouble are not being handled per policy and an increasing number of these cases are landing on the GO's plate.

There are many instances of Sources of Trouble (refer HCO PL 7 May 69 Policies on "Sources of Trouble" pg. 525 OEC Vol 1) being serviced in orgs, contrary to policy, and the GO having to handle a serious PR flap as a result. Almost all PR flaps come from this source - PTSES and Sources of Trouble not handled per policy.

To handle this and to get HCO's more at cause a training programme has been worked out in co-operation with the GO to train HCO Area Sec's, Dirs I&R and Ethics Officers on the Hubbard Ethics and Justice Specialist Course.

This training will be done at GO WW for EU & UK, at ASHO for the US with a GOUS approved Supervisor and Gramming Officer/Word Clearer. In Africa and ANZO the course will be run at the FOLOs.

The HAS of each org is to compile CSWs for personnel to be trained and submit these to the A/G of their org who will select the personnel to go and will inform CS-1 on lines of those chosen and will ensure they are sent.

GOWW will recommend to CS-1 specific postings for students whom they are training, CS-1 will then issue Flag Personnel Orders giving the specific postings of each Hubbard Ethics and Justice Specialist upon return to his org. Those persons so posted will not be allowed to be removed from post or Comm Eved without CS-1 express permission.

HCO Area Secretaries when they have completed their training will also receive a letter of appointment from the Founder.

Billing will be done for the course by GOWW later, payment not being a prerequisite to the students starting. The Treas Sec or Purser of each org is however to ensure that financial arrangements for each student are taken care of.

Those going to GOWW from EU will require a minimum of \$500 to get into the country (which is turned over to DCF WW upon arrival) plus all personal expenses unless they are SO in which case they will be at Stonelands and receive an allowance of \$1000.

From Senior Orgs (AOs, SHs, CC) are required personnel for the following posts:

- 1 D/HAS
- 1 Dir I&R
- 2 Ethics Officers one of whom must be a trained auditor, preferably Cl VIII for AOs or AOSMs Cl VII for SH and Cl IV for CC.

From large Cl IV Orgs are required:

- 1 D/HAS
- 1 Dir I&R
- 2 Ethics Officers one of whom must be a trained Cl IV auditor.

For small Cl IV Orgs are required:

- 1 D/HAS who will also be Dir I&R
- 1 Ethics Officer.

As many CSWs as are necessary should be supplied by the HAS to the A/G, who, once he has selected the persons and informed CS-1, orders the CO/ED and HAS to send those selected.

Once the D/HAS has completed the course and returned, the HAS will then be sent to do the course as well. Full hat turnovers are to be done on current posts before those selected are sent off. This however must not be used as an excuse to delay or not carry out these orders.

The CO/ED and HAS of each org is also to ensure that all HCO personnel are hatted and are to ensure that SO ED 196 Int gets done to get a fully functioning Dept 1 there and get the Esto system in.

It is of vital importance that this programme given here is carried out fully and swiftly despite any reasons "why it can't be done", or "no personnel" or "lack of personnel" or "inexperienced untrained personnel". Getting Ethics and Justice in and in use is a vital basic step to organizational success and unless it's gotten in and kept in at all times it makes everyone's job that much more difficult.

PROGRAMME

1. Effectively take over as rapidly as possible from the A/G where it has fallen onto his plate the handling of PTSEs and Sources of Trouble A-J. HAS, ETHICS OFF EACH ORG.
2. CSWs for personnel to be trained on the Hubbard Ethics and Justice Specialist Course to be compiled and submitted as detailed earlier to the A/G. Requirements for these personnel are similar to GO requirements. They must not of course be FTS or fall under Sources of Trouble A-J categories. HAS, DIR PERSONNEL.

3. Should the A/G require any further CBWs due to those submitted not being passed or not enough of them submitted they are to be speedily made up and submitted without delay. HAS, DIR PERSONNEL.
4. As soon as the CO/ED and HAS has been notified by the A/G of who has been selected they are to ensure that all necessary arrangements are made for the selectees to be sent off after full hat turnover has been done. Allow no delays on this. CO/ED, HAS, DIR PERSONNEL.
5. Ensure that financial arrangements are made and kept so that the student will not have any financial PTPs while on course. (Non-SO students to receive £14 per week and SO students £4 or the equivalent in other areas.) Those students from EU going to WW must have \$500 minimum with them to enter the UK. PURSER/TREAS SEC.
6. Get all HCO personnel hatted and get SO ED 196 Int done to get a fully functioning Dept 1 and from that get the full Esto system in. CO/ED, HAS/D. HAS.
7. Back up this programme fully and ensure it gets done. Write up any necessary projects to unbug it if it gets bugged and ensure they are completed swiftly. CO/ED ORG.

Vic Ueckermann
CS-1
Authorized by AVU
for the
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EXECUTIVE DIRECTIVE

SO ED 222RA INT

Cancels SO ED 185 INT

2 October 1973

Revised

11 February 1974

Revised

3 March 1974

THE LINES FOR PERSONNEL TO FLAG AND HOW THEY RELATE TO FLAG REPS AND GUARDIAN NETWORK PERSONNEL

(Refer: CO 824 - Requirements for Personnel to Flag
FO 3454R - Requirements for Personnel to Flag
FO 3439 -- High Crime Personnel Policy
-- Sea Org Requirement
SO ED 247 INT - Students to Flag
Clarification
Requirements for Flag Check Routing Form
- Revised 4 March 1974)

When a person is required by Flag from an org, as in the case of veterans, or mission exchanges, and recruits or when sending a person from an org for training, clearance is required. The requirements are listed in Guardian Order 824, and in Flag Order 3454R, Requirements for Personnel to Flag.

A. Routing Form has been made up to streamline and act as an administrative aid in checking all the points. These routing forms are originated from Flag, and the opposite number terminal FPOO FOLO or Personnel Training Coord FOLO are alerted to the fact so the Routing Forms can be chased up. Sometimes a telex will be sent, and the routing forms originated by the FOLO terminal with the telex attached.

A. The routing form goes to the PCO of the respective org who then fills in the test scores of the candidate, and promptly hand routes the form to Qual. (NOTE: Test Scores should be the most recent up-to-date scores available, and the person well rested and well fed before testing.)

B. Qual arranges for a check to be done with expert metering on the following:

1. Does a standard Source of Trouble check on a meter and per HCO PL 7 May 1969, Policies on "Sources of Trouble," and indicates if source of trouble per A-J.

If person fits any point A-J, attaches details on a separate sheet, headed with the person's name, dated and signed.

If PTS A, person should be handled at once per HCOB 10 August 1973, "PTS Handling", with details accurately noted on separate sheet, an attest that handling is in progress or completed per HCOB 10/8/73 and the RF sent to Flag.

Meantime, ensure the PIS A or other handling does get done with speed. When handled, send an attestation with full facts of the handling to FPPO Flag,

Then asks these questions on the meter:

2. Do you have any chronic illness?
3. Do you have any institutional - psychiatric history of violent treatment ie: shock?
4. Have you ever threatened or attempted suicide?
5. Do you have any felonious criminal history?
6. Have you ever blown any Scientology or Sea Organization?
7. Have you falsely represented your former employment history, or your Routing and Information Form or any Service record?

(NOTE: If the answer is "YES" to any of the above, get full details (who, what, when, where) with dates legibly written and signed by the person on a separate sheet, with the person's name and the date at the top. This is then attached to the Routing Form. A person may petition regarding the out-requirement(s), if any, and this petition also accompanies the RF.)

8. Have you had good post stats in a Scientology or the Sea Organization?
9. Are you an ethics upstat (per Ethics Programme No. 1, LRH ED 39 INT)?
10. Do you want to go to Flag on your own determinism?

(NOTE: If the answer is "NO" to any of the above, get full details, with dates where applicable, legibly written on a separate sheet, signed and dated - with person's name at the top. Attach this to the Routing Form. A petition from the person regarding the out-requirement may also accompany the RF.)

All worksheets are attached to the Routing Form.

The candidate then signs a waiver, that he has answered all questions truthfully and understands that if found to have been a false attest he will receive a Condition of Liability and be personally billed for any fares. A copy of this waiver is to be attached.

C. The staff case supervisor then checks the candidates folders and answers the following:

Has the candidate got a low TA?

(NOTE: If there is any question as to low TA, (Example: Person has never had a low TA in session but turns up with one in meter check.) - ensure it's valid. Attach details, signed and dated.)

SEA ORGANIZATION

FLAG ORDER 3439

11 January 1974

HIGH CRIME PERSONNEL POLICY

SEA ORG RECRUITMENT

Hereafter, the following Policies on Sea Org Recruitment will apply.

Violation of them will be actionable by Committee of Evidence and may be classed as High Crimes.

THE PC FOLDERS OF ANY APPLICANT FOR THE SEA ORG MUST BE EXAMINED BEFORE HE IS ACCEPTED IN ANY WAY.

ANY PERSON WHO HAS EVER ROCKSLAMMED IS TO BE REJECTED IMMEDIATELY.

IF IT IS FOUND AFTER ACCEPTANCE THAT THEY HAD ROCKSLAMMED PRIOR TO ACCEPTANCE, THE ACCEPTANCE IS CONSIDERED FALSIFIED AND MUST BE VOIDED, AND THE PERSON REJECTED FROM THE SEA ORG.

THE SEA ORG PERSON OR PERSONS RESPONSIBLE FOR A FALSE ACCEPTANCE OF A PERSON WHO DID ROCKSLAM BEFORE ACCEPTANCE MUST BE COMM EVED FOR PUTTING THE SEA ORG AT RISK.

IF A RECRUIT DID NOT ROCKSLAM BEFORE ACCEPTANCE BUT DOES SO LATER, HE MUST THEN BE REJECTED FROM THE SEA ORG.

Brief study of HCOBs on the subject of rockslams will make the reason for these policies very clear.

HCOB 22 March 1967 "Alter-Is and Degraded Beings" and the HCO PL of the same date also apply very directly.

LRH Pers Comm
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for the
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of the
CHURCHES OF SCIENTOLOGY

BDCS:SW:KU:nt

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 SEPTEMBER 1973
ISSUE I

Remimeo
A/G
Org Officer
HAS
Dir Personnel
PCO
Ethics Officer/MAA

HCO PERSONNEL APPOINTMENT

It is of vital importance to an org that HCO be competently manned at all times. It is an observable fact that when you have a non or badly functioning HCO that is easily enturbulated, it will not do its job and the whole org will suffer and become difficult, if not impossible, to manage.

Therefore, it now becomes firm policy that all HCO personnel hereafter must be approved by the A/G of the Org before appointment.

This of course does not include HCO Expeditors as they are not in fact HCO personnel.

Vic Ueckermann
CS-1

Approved by

Mary Sue Hubbard
The Controller

Authorized by AVU
for the

BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

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CONFIDENTIAL

28th November 69.

Confidential Data for A/Guardian hats and D/G Personnel hats.

Our Ethics experience shows that trouble and DevT come ordinarily from persons who are not or won't be trained or processed or who have vast trouble with this.

A high post stat sometimes occurs in the absence of training where the person is very post-responsible and won't leave it to study. But he is always willing to be processed and does have good case gain. Thus the high study stat is junior to post and case gain.

I should tell you that in our experience in the SO it is very dangerous to have anyone or a staff who will not be processed. You will experience no loss and only gain by dropping these quickly.

High TA cases with Dirty Needles can be cured but if they don't respond well to auditing they've had it.

Below 2.0 chronic cases are not worth having around really except in low clerical and supervised.

Psychiatric history means very little if the person can be audited on Dianetics. They tend to be belligerent or nattery until well audited. Some came out very well, so it isn't a real point. Comes under case gain.

A former drug case goes blank in moments of crisis but works out clerically.

A case that reverts to drugs after auditing is not worth bothering about and should get the deep six. A relapsed drug case can cause an awful lot of trouble.

A DevT or oppressive atmosphere in an org stems in our SO experience - which has been grim in spots - from these can't study - no real case gain - low post stat - former drug cases. The worst we ever had were two - B..... B....., a relapsed drug case, and B....D....., a no case gain - drug-psychiatric case who kept a ship in a total turmoil. When 10 cases were removed from a 100+ crew, the whole ship settled down. When the same 10 showed up in LA the whole area enturbulated !

The conclusion is that an org can't be managed with such people in it as they are really patients, not even preclears !

Hence, I gave you a send off with that LRH ED INT re Ethics Officers which will help the personnel picture. An orgs number on staff can triple without real production with bad off staff members in it.

Hope it helps.

Love,

RON.

GUARDIAN ORDER

GO 21

All Guardian Office
N/A/G's for Personnel Hat
D/A/G's for Tech Hat

9th December 1970

PERSONNEL POLICY
GUARDIAN OFFICES

As general policy in the hiring of Guardian Office personnel, persons with low TA's are not to be accepted on staff.

Low TA is, of course, below 2.0.

It does not mean that low TA cases are "bad" people or "dangerous" people or any other significances.

It merely means that on the living lightning on Guardian lines and the naturally expected kickback from such, we cannot have staff who might or could be overwhelmed.

I would not demand that they undergo such strain.

Mary Sue Hubbard

THE CONTROLLER

MSH:mfmb

GUARDIAN ORDER

GO 31R MSII

24 November 1974

AGs, DGs,
Branch II Bureau I
Recruiters

G.O. PERSONNEL QUALIFICATIONS

Experience has taught us well in the Guardian Office that we must strictly adhere to the following requirements concerning the hiring of personnel to work in any Guardian Office.

1. Must have no psychiatric, psychological and/or institutional history.
2. Must not have a low T.A.
3. Must have never blown from any Scientology or Sea Organisation.
4. Must never have had a willing connection to any squirrel or suppressive group.
5. Must not be connected to anyone antagonistic to Scientology.
6. Must not have threatened or attacked Scientology or been a party to such an attack.
7. Must never have been expelled from the Church.
8. Must not have a criminal record.
9. Must not be PTS.
10. Must have case gain and must not mix Scientology with other practices.

The background history and career in Scientology of any Guardian Office staff must be known - we do not want anyone on Guardian Office staff who has just joined Scientology - the reasons for this being that we obviously do not know yet whether they will have consistent case gain and that we know little about their background.

Further to the above, a person should be real - should have a proper evaluation of his or her abilities; neither vastly over-estimating or under-estimating such. The one extreme is exemplified by the always right, never wrong, power-plus who has never done any wrong or committed any overts. The other extreme is the constant self-abnegator who apologizes profusely, pledges to do better, but invalidates any win. Both types just create Dev-T by needing continual acknowledgement and belong in the auditing room, not in an office.

Never be so desperate to violate the above. The Guardian Office is a team of elite and effective individuals who get things done.

Mary Sue Hubbard
CSG, The Controller

GUARDIAN ORDER

GO 45
To All A/Cs and SO Staff

3rd June 1971

LRH has stated that 04.5% of PDSOs were and are very successful. 15.5 % failed and the reason for this failure is that they were PTS to some SP.

LRH's order is NEVER SPECIALLY TRAIN ANYONE WITH PROBLEMS. This is now very important data, as every blow or upset has "had problems" in his area and turned out to be PTS to some SP.

The way to locate a PTS on the meter is by asking "Do you have problems in your area?" This is a masked way of asking "Are you PTS?". PTS might not read on a meter but problems will.

Before taking on a staff member, he or she must be checked on this and must not be PTS.

PTS Tech must be pushed into Orgs - It is now VERY important data.

Jane Kember
The Guardian World Wide

JK:mb

GUARDIAN ORDER

GO 209
GO STAFF

1 December 1971

GUARDIAN OFFICE PERSONNEL

The Guardian WW okays the appointment of all Guardian staff. This includes File Ch Eka, Communicators, etc. as well as AGs. This okay is required before a person starts GO training and/or assumes the post.

Full CSW is to be sent to the Guardian WW. These CSWs are to include the following:

1. GO 31 data
2. GO 65 data
3. Scientology history, including staff graphs
4. Drug history, if any
5. Test scores (Aptitude, APA, IQ, Leadership)
6. Training and case level.
7. The post requested for the person.

JK:mb

Lexie Ramirez
Guardian Communicator WW
for Jane Kember
The Guardian WW

GUARDIAN ORDER

GO 112009 KSH

26th November, 1960.

PERSONNEL PROGRAM NO.2.

PERSONNEL ASSIGNED: D A/G for Personnel or A/G if no separate D A/G
for Personnel.

OBSERVATION: The HCO Policy Letter of 27th October, 1960 -
POLICIES ON PHYSICAL HEALING, INSANITY AND POTENTIAL TROUBLE SOURCES -
lists 10 categories of Potential Trouble Sources. Invariably when an
organization runs into any difficulty or trouble, investigation has
revealed that the source of such trouble traces directly to organizational
violations of this Policy Letter. Potential Trouble Sources cause us
enough Dev-T when they come on organizational lines, but are dynamite
when they come into the organization on personnel lines. Until we, as
organizations, have stronger control of our environments, any organiza-
tions with Potential Trouble Sources on staff are in danger.

MAJOR TARGET: To spot all personnel on staff who are Potential
Trouble Sources and to assemble sufficient data with regard to each
found so that a decision can be made as to action required.

PRIMARY TARGET: 1. To have sufficient questionnaire forms mimeo-
graphed for all Day and Foundation staff.
2. To check all records available as to informa-
tion with regard to possible Potential Trouble Sources, i.e., HCO Person-
nel Files, HCO Ethics Files, HGC Auditing Files and Qual Review Files,
if such are separately kept.

VITAL TARGET: To elicit the co-operation of all staff in this
program.

OPERATING TARGETS: 1. Make up a checklist of all personnel on Day
and Foundation staff and use this list to check off those who have
answered questionnaires.

2. Contact all staff who did not answer their
questionnaire and have them complete questionnaire in your presence.

(Personnel Program No.2).

3. When all questionnaires are complete, begin data assembly by checking all personnel files, Ethics Files and Auditing Folders on staff. Note down the names and any data on all those who answered the questionnaire in any manner as to conceal or withhold data or who gave false data on the questionnaire listing such on the questionnaire in the spaces provided and initial such as your own additions.

4. Call in all those found in No.3 above and interview so as to obtain full information. When interview is complete, check each on an E-Meter to determine condition of needle, TA position and check for any missed withholds on the questionnaire. Be sure to clean this question. Note down information and data on a separate sheet of paper and staple to the questionnaire.

5. Separate those who definitely do not fall into any of the ten categories of Potential Trouble Sources listed and file in your personnel files.

6. Xerox all those who fall into any of the ten categories of Potential Trouble Sources, recommend handling and forward Xerox copies of such to the D/Guardian for Personnel WW.

7. File remaining questionnaires and flag mark all found as Potential Trouble Sources awaiting action on your recommendations from WW.

8. The D/Guardian for Personnel WW in conjunction with the Guardian WW should carefully look over the data provided and act according to the best interests of the survival of the organization and its purposes.

PRODUCTION TARGET: This Personnel Program Order is sent by the D/G for Personnel WW immediately that the Compliance Report is sent on Personnel Program Order No.1. Production target on this program is three weeks from receipt of order.

MSH:ajg

Mary Sue Hubbard

CS/G